

DEPARTMENT OF HEALTH AND HUMAN SERVICES NATIONAL INSTITUTES OF HEALTH

Vacancy Announcement

Deputy Director, Center for Scientific Review

With nation-wide responsibility for improving the health and well-being of all Americans, the Department of Health and Human Services (DHHS) oversees the biomedical research programs of the National Institutes of Health (NIH) and those of NIH's research Institutes and Centers (ICs). As the world's largest medical research facility, NIH consists of 27 ICs including the Clinical Center (an on-site research hospital). NIH's national program of health research and research training has a FY 2005 Budget of over \$28 billion. NIH has over 17,000 employees.

POSITION: NIH is seeking exceptional candidates for the challenging position of Deputy Director, Center for Scientific Review (CSR). CSR, with approximately 400 employees and a FY2006 budget of \$56 million, is the focal point at NIH for the peer review of research grants and fellowship applications, and assignment of NIH grant applications to CSR or the appropriate institutes or centers for funding consideration and scientific review. CSR provides staff support to the Office of the Director, NIH, for the formulation of grant and award policies and procedures, and assists other NIH components in providing information about the NIH peer review systems and the research grant and fellowship application procedures to the scientific community, Congress, other NIH staff, and the general public. The primary goal is to fund the most promising research based on fair, independent, expert, and timely reviews, free from inappropriate influences.

Specifically, the Deputy Director serves as a principal advisor to the Director, CSR, and participates in discussions for the development of major policy decisions affecting the research grant and review programs; provides advice and consultation to NIH components, advisory councils, and grantee institutions; directs searches for the most qualified and representative individuals to serve as members of initial review groups; and assures effective administrative procedures are established so that program operations and obligations of government funds and other resources are rendered consistent with statutory and regulatory requirements and within limitations imposed by DHHS and Executive Branch policies. The Deputy Director also works closely with the Peer Review Advisory Council and the Deputy Director for Extramural Research to assess broad policy issues related to the scientific review of research grants, ensuring smooth interface between program goals of the NIH's Institutes and Centers and CSR review policies and procedures.

CHALLENGE: The Center's primary mission is the scientific review of research grant and fellowship applications with an expanded focus on developing and implementing flexible and innovative ways for referral and scientific review.

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D., M.D., or comparable doctorate degree in the health sciences field plus senior-level scientific experience and knowledge of research programs in one or more health science areas. They should be known and respected within their profession as individuals of scientific prominence, with a distinguished record of research accomplishments and expertise in policy development regarding grant review. Candidates should have demonstrated leadership and broad vision in the grant arena involving dealings with outside groups; serving as spokesperson; planning, program assessment, and

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analysis of program objectives; resolution of operational problems and issues; and the ability to manage financial and human resources including building, motivating, and maintaining a culturally diverse staff.

SALARY/BENEFITS: The Deputy Director, CSR, will be appointed at a salary commensurate with his/her qualifications. Full Federal benefits will be provided including leave, health and life insurance, long-term care insurance, retirement, and retirement savings plan (401k equivalent).

HOW TO APPLY: Applicants must submit a current CV and bibliography to Ms. Debby Milans at Milansd@mail.nih.gov or may contact Ms. Milans by calling 301-594-2324. Applications must be received by close of business December 12, 2005. *In addition*, applicants are strongly encouraged to prepare a supplemental narrative statement that addresses the qualifications requirements and to provide the names, titles, and telephone numbers of 4-5 references.

Applicants may browse the CSR Home Page at <http://www.csr.nih.gov/>

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON December 12, 2005

DHHS AND NIH ARE EQUAL OPPORTUNITY EMPLOYERS

The NIH encourages the application and nomination of qualified women, minorities, and individuals with disabilities.

Reasonable Accommodation: NIH provides reasonable accommodations to applicants with disabilities. If you require reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Selection for this position will be based solely on merit, with no discrimination for non-merit reasons such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, disability, age, or membership or non-membership in an employee organization.

Standards of Conduct/Financial Disclosure: All employees of the Federal Government are subject to the conflict of interest statutes and regulations, including the Standards of Ethical Conduct, that govern activities with outside organizations and reporting financial holdings. This position will require that the incumbent complete a financial disclosure report. Applicants are encouraged to review the NIH Ethics Program web site at: <http://ethics.od.nih.gov>